



MINUTES OF BOARD OF SELECTMEN'S MEETING  
**NOVEMBER 17, 2015**  
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

**Members present:** Richard Gray, Jr., Ray Bates, Dan Gordon and Ronnie Brann.

**Members absent:** Jonathan Adams.

**Public Attending:** Tom Reed and Joyce Perry.

**Employees Attending:** Tim Coston (*Transfer Station Supervisor*) and Debbie French (*Secretary to the BOS*).

**Employees Absent:** Theresa Haskell (*Town Manager*) was absent due to a death in her family. Keith Hall (*Road Supervisor*) was also absent.

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

**Public Comment:** Tim Coston said that he has been trapping beavers on Jones Road, Wingood Road, Tyler Road and Greeley Road.

**Public Works:**

- a) Ronnie Brann said that all the trucks are ready for the plowing season.
- b) A new motor has been ordered for the sander on Truck #3 and will be put in as soon as it comes in.
- c) Tim will be taking his CDL driving test next Tuesday.

**Transfer Station:**

Transfer Station business is listed below under Town Manager items.

**Animal Control:** None.

**Consideration of Warrants # 25, # 26 and # 27:**

**Ronnie Brann made a motion to approve warrants # 25 and # 26 seconded by Dan Gordon and approved 4-0-0. Ronnie Brann made a motion to approve a correction on Carl Pease's paycheck, VALIC, and to allow Chairman Ray Bates to sign the new warrant # 27 for that check as chairperson and to also have the BOS approve that warrant, seconded by Rick Gray, Jr. and approved 3-0-1.** Ray Bates abstained as he is the signer of this warrant.

**Town Manager's Items:**

- a) **Removal of vent pipe in the old Town Hall Generator Room:** Discussion of who we could get to remove the vent pipe. Theresa left a suggestion of Arthur Strout. Arthur came out into the meeting and said that he is willing to do that and will also cover the opening in the roof from the pipe.
- b) **Quitclaim Deed: Ronnie Brann made a motion to approve a Municipal Quitclaim Deed to Brian Santry and authorize the Chairman of the Board to sign the Quitclaim Deed and the Real Estate Transfer Tax Form seconded by Rick Gray, Jr. and approved 3-0-1.** Ray Bates abstained as he is the signer of these documents. Tom Reed witnessed Chairman Ray Bates' signature on the Quitclaim Deed with Debbie French notarizing this act and placing the Corporate Seal upon it. **Dan Gordon made a motion to authorize Debbie**

**to write a manual check in the amount of \$19.00 to be mailed to Kennebec County Registry of Deeds along with the Quitclaim Deed and the Transfer Tax Form seconded by Ronnie Brann and approved 4-0-0.**

- c) ***Finalize light order at Transfer Station:*** Ray said that we need a projection (flood) light in position #1. One of the lights from the old setup is still good and can be used for position #2. The BOS said that they think there should be a light over the hopper and under the peak. After much discussion it was decided to have that area lit as well. Light #5 only should be connected to a switch and motion detector which when the switch is on will automatically light. Light #5 should also be a projection (flood) light and the distance of the needed area to be covered will determine the wattage. Tim will measure this area and let the BOS know. The BOS decided that there will be a total of six (6) lights.
- d) ***Quote for PW Garage Generator Hook-up:*** **Ronnie Brann made a motion to accept the bid from Finley's Electric in the amount of \$450.00 for the electrical setup of the generator at the Public Works Garage seconded by Dan Gordon and approved 4-0-0.**
- e) ***Quote for TS Scale House Building Heat:*** **Dan Gordon made a motion to accept the bid from Plourde's Electric in the amount of \$250.00 for the electrical work for the Transfer Station Scale House Building heat seconded by Rick Gray, Jr. and approved 4-0-0.**
- f) ***Cemetery Notice:*** Cemetery Sexton, Joyce Perry said that they had a Cemetery Committee Board meeting last night to discuss some issues of concerns. One concern is glass containers that can be a hazard. After discussion, the BOS decided that it is okay to go ahead and have Debbie laminate this policy and give it to Joyce to place where needed. Ronnie said that come budget time he would like to see money added to the budget so we can have a nice sign put up saying that Cemetery Rules should be abided by. Tom Reed said he would like to see us have a portable folding sign that says "Burial in process" to help with traffic.
- g) ***Cemetery Lot Conveyance to Theresa Haskell:*** **Rick Gray, Jr. made a motion to approve the conveyance of a 12-plot lot at Rest Haven Cemetery to Theresa Haskell seconded by Ronnie Brann and approved 4-0-0.**
- h) ***Maine DOT Letter:*** Debbie showed the BOS a letter from Maine DOT stating that they will be replacing a culvert on Route 17.
- i) ***Advertisement for the Plow Truck Driver Opening:*** The BOS decided that there will not be advertising in the newspapers at this time for this position. Instead it was decided to advertise in the places that do not charge a fee that Rick has suggested as soon as possible until the position is filled.
- j) Theresa will have the Building Use Policy on one of the next BOS Meeting Agendas (either December 1<sup>st</sup> or December 15<sup>th</sup>).

#### **Selectmen's Items:**

- a) Dan Gordon said that over by the Jones Road there is a deep gully that could be dangerous and he is wondering if there should be a guard rail. The BOS said that they will have Keith take a look at it.

Chairman Ray Bates adjourned the meeting at 7:35 p.m.

These minutes were approved as written by the Board of Selectmen on **December 1, 2015.**

**The next Regular Board of Selectmen's Meeting on Tuesday, December 1, 2015 at 6:00 p.m. at the Town Hall.**

Respectfully Submitted,

Debbie French  
Secretary to the Board of Selectmen